

# ONBASE

## DOCUMENT IMAGING

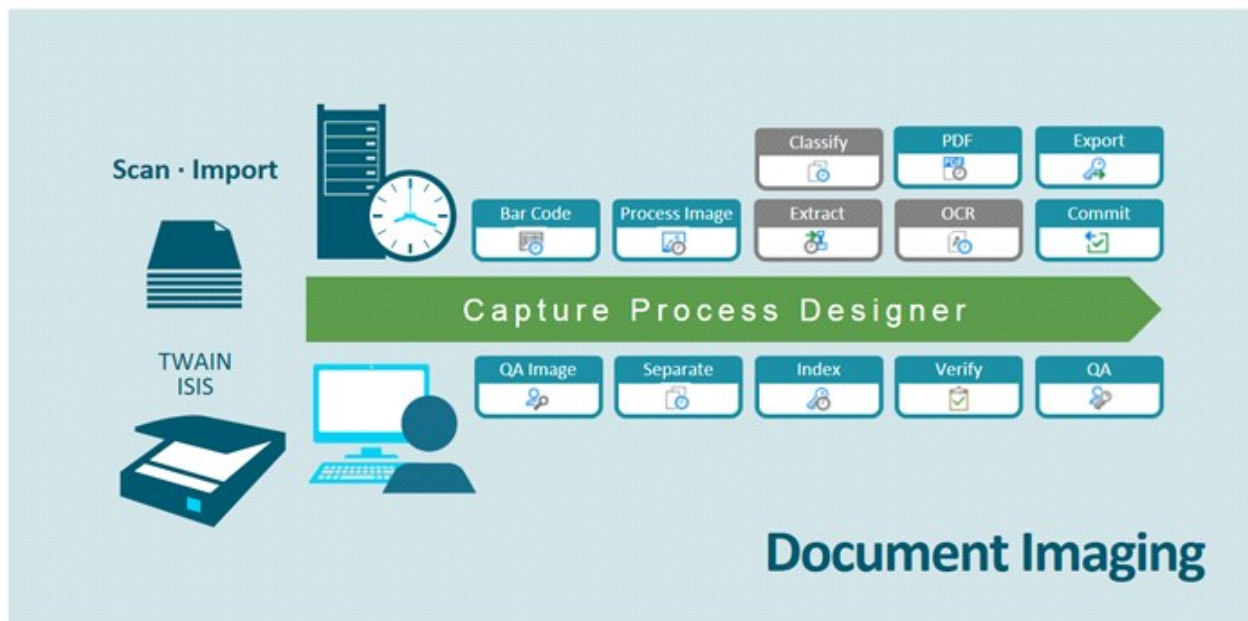
### SUMMARY

OnBase Document Imaging provides a scalable solution for centralized and distributed scanning, where documents are scanned or swept into user-defined Capture Processes, using a TWAIN or ISIS compliant scanner. These Capture Processes are easily configured in OnBase Studio to meet document-based process requirements and departmental business needs. The documents are captured directly into OnBase, taking advantage of several methods for automating classification and indexing.

### BENEFITS

- **Automates document classification and indexing** with options including bar code recognition and data extraction.
- **Secures documents from time of capture**, eliminating paper-based single points of failure.
- **Distributed document indexing provides flexibility** and provides maximized resource usage.
- **Document Imaging is scalable** with licenses available at varying price points.
- **Provides ease of use and simplified administration** from within a single Imaging window.

### DESIGN



OnBase Document Imaging provides complete batch processing, control and management. Workstation hardware and memory requirements are dependent on the scanner selected.

## APPLICATIONS

- **Mortgage loan applications** are scanned, and then indexed with Application Enabler by pulling data from the business application. There is no need to re-key data already available in other applications. Loans are then immediately routed to Workflow for evaluation by knowledge workers.
- **Back-file conversions** are assisted by prepping each folder with a coversheet containing bar code values for indexing all the documents in a folder. Individual bar code cover sheets are placed between each document to classify and separate them. As the documents are scanned, each is automatically classified and indexed, and the bar code sheets are discarded.

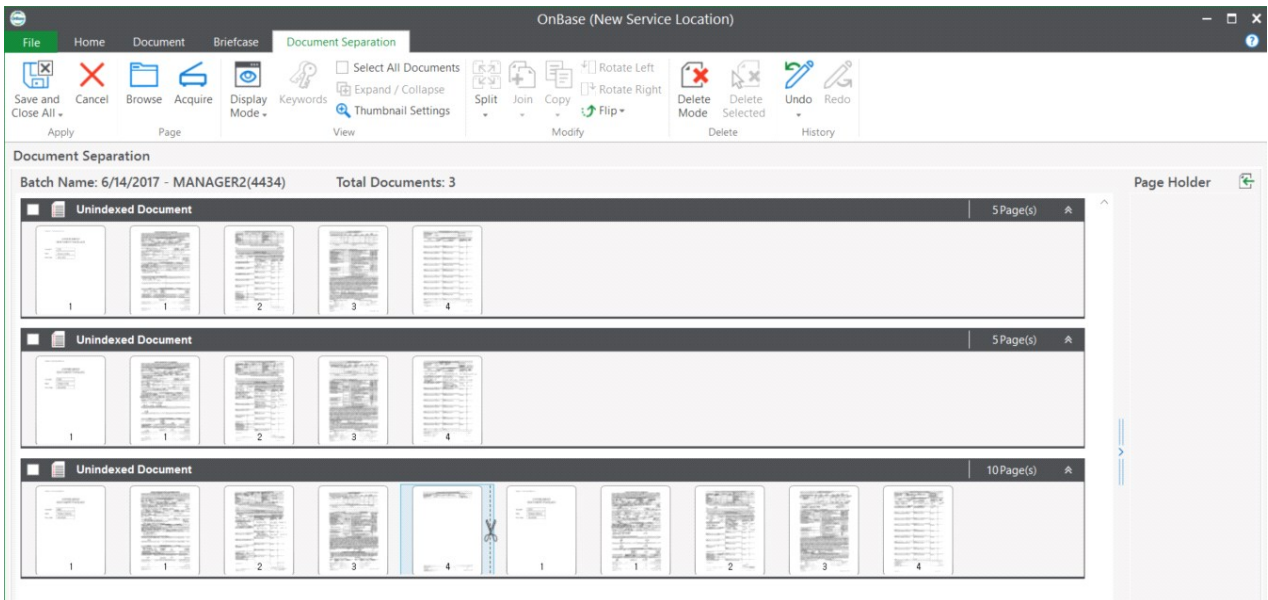
## KEY FEATURES

- **Process driven QA steps** ensure appropriate review for image and index quality
- **Visual document separation** can be performed while viewing batch thumbnails
- **Index automation** via AutoFill Keyword Sets, Application Enabler, bar code recognition, or add-on Advanced Capture
- **Supports ISIS and TWAIN compatible scanners** providing choice in hardware selection
- **Convert to image-only PDF** post-capture, or searchable PDF with add-on Batch OCR
- **Sweep and index** most types of electronic document files
- **Supports VB scripts** for customizing index processes when needed

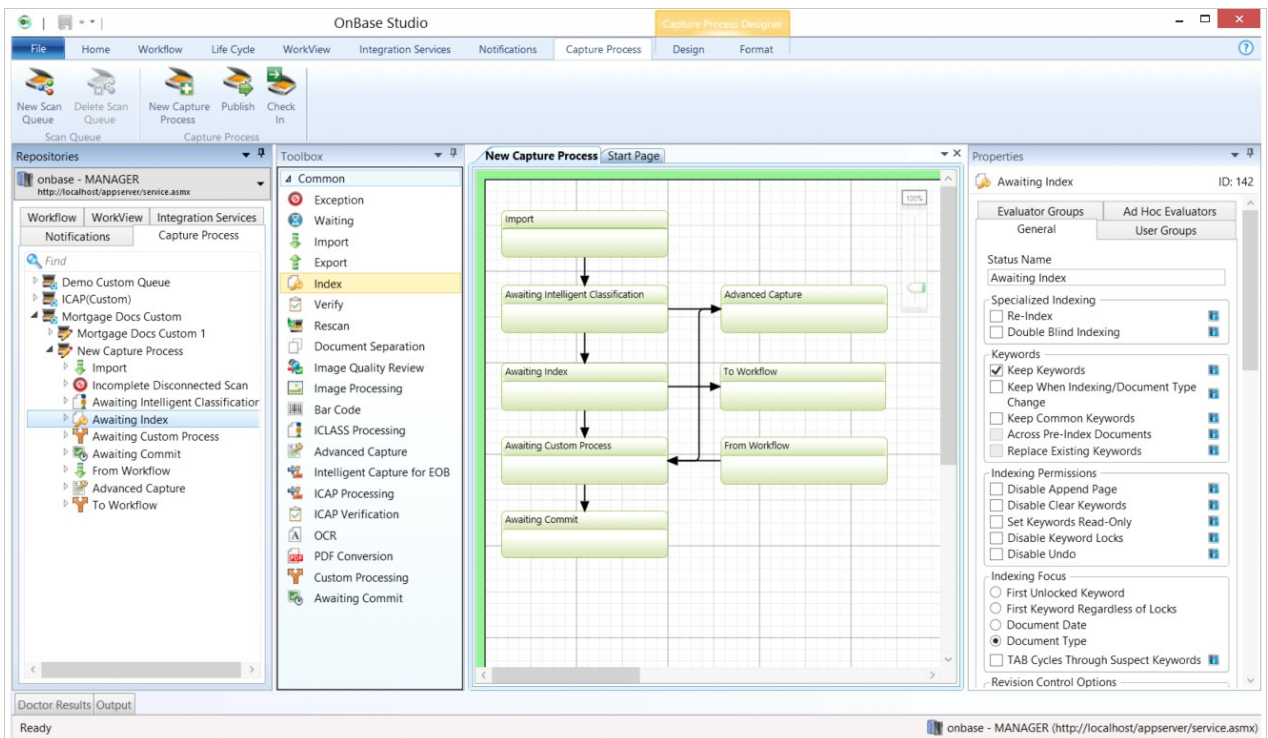
## INTERFACE

The screenshot shows the OnBase (New Service Location) interface. The top menu bar includes File, Home, Document, Briefcase, Batch Indexing, Image, and Signatures. The toolbar contains various tools for navigation (Selection Zoom, Hand Tool, Previous/Next Document, Previous/Next Page, Go To Page), transformations (Toggle Thumbnails, Rotate Left/Right, Rotate 180°, Flip Horizontally/Vertically, Save Flip & Rotation), zooming (Zoom In/Out, Fit To Width/Height, Fit To Window), and editing (Edit Pages, Toggle Overlay, Redaction Bitmaps). The main workspace is divided into a left sidebar and a central form area. The sidebar shows 'Batch Indexing' settings, including Document Type Group, Document Type, Document Date, Keywords, Social Security #, Customer Name, Street Address, City, State, and Zip Code. The central form area displays a 'Batch Name: 6/13/2017 - MANAGER(4545)' and 'LN - Application for - Loan #'. The form is a mortgage application with sections for 'Purpose of Loan', 'Borrower Information', and 'Employment Information'. The form is filled with handwritten data, including 'John Adams' as the borrower, 'Cash from checking account' as the source of funds, and 'XYZ COMPANY' as the employer. A right-hand pane shows a list of 4 pages of the document.

Key-from-Image Indexing



**Document Separation Queue**



**Capture Process Designer in OnBase Studio**

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